



Procedures for Requesting Copies or Permission to Review Files

Contact Nancy Wallis at nancy.wallis@iowa.gov or 515.725.4961

To Request Copies:

Requests for copies may be made in person, in writing or by telephone. Provide your name, address and telephone number and state what copies you need. E-mail is preferred so that we have your request in writing. You will receive an e-mail confirmation of your request, along with any questions we may have, and a tentative timeline for fulfilling your request.

To Review Files:

Requests for access to a public record may be made in person, in writing or by telephone. A request for access to a public record should be directed to the IFA Records Officer. Requests transmitted by mail shall be addressed to Nancy Wallis, Iowa Finance Authority, 2015 Grand Avenue, Des Moines, Iowa 50312. Requests by e-mail should include the term "Public Records Request" in the subject field, and should be sent to nancy.wallis@iowa.gov. Requests by telephone should be directed to Nancy Wallis at: 515.725-4961.

Anyone who submits a mail, electronic or oral request for public records should provide their name, address and telephone number to facilitate effective communication with this office regarding the request. Anyone who submits a request orally will receive a transmittal letter from this office verifying the specific scope of the search requested. The verification letter will be transmitted before the request for documents is processed.

Requests for access to a public record shall identify the particular public record(s) to which access is requested, by name, project number or description to identify efficiently the desired record(s). We will set up an appointment for you. If you want copies also, we will provide flags to mark the pages you want. Copies will most likely be made after you leave.

Costs:

\$.20/page and \$20/hour for anything more than two hours of staff time spent supervising the review of files and/or for making copies. The first two hours will incur no fee for supervisory or copying time.